

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C1115

Page 1 of 4

Agency
Cecil County Government

Division/Unit
Administration

Item No.	Description	Retention
1	<p><u>BOARD OF COUNTY COMMISSIONER</u> This series includes meeting minutes and agendas, budget, and reimbursement records.</p> <p>Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of a records series be altered, the schedule may be amended to reflect such changes.</p> <p>Each agency will use all or some of the following records which are governed by the indicated retention period:</p> <p>A. Commissioner's Meeting Minutes MP3 Files</p> <p>B. Board of County Commissioner's Minutes</p>	<p>Permanent. Retain permanently and transfer to Archives for permanent preservation annually.</p> <p>Permanent. Retain permanently and transfer to Archives every five (5) years.</p>

Schedule Approved by Department, Agency, or Division Representative.
Date

Signature

Typed Name Scott Mesneak

Title IT & Records Retention Director

Schedule Authorized by State Archivist

Date 15 Apr 2011

Signature

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. C1115
		Page 2 of 4
Agency Cecil County Government		Division/Unit Administration
Item No.	Description	Retention
	C. Work session & Board Meeting Agenda and Minutes open & closed work	Permanent. Retain permanently and transfer to Archives every five (5) years.
	D. Budget Amendments and Transfers	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years and until all audit requirements are fulfilled, then destroy.
	E. Declaration of Official Intent to Reimburse	Scan original and verify image. Retain hard and imaged copy for life of bond plus four (4) years after final maturity of the refunding issue. Then transfer annually to Archives for permanent preservation.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. C1115
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Agency Cecil County Government		Division/Unit Administration
Item No.	Description	Retention
2	<p><u>GENERAL ADMINISTRATION RECORDS</u></p> <p>This series includes general administration records such as deeds and lease agreements, other agreements, special projects and waivers.</p> <p>Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of a records series be altered, the schedule may be amended to reflect such changes.</p> <p>Each agency will use all or some of the following records which are governed by the indicated retention period:</p> <p>A. Deed and Lease Agreements</p> <p>B. Resolutions, Agreements, Ordinances</p> <p>C. Special Projects</p>	<p>Retain hard copy until scanned and image verified then transfer annually to archives. Retain imaged copy until lease has expired or deed is replaced and then transfer to Archives for permanent preservation.</p> <p>Retain hard copy until scanned and image verified then transfer annually to archives. Retain imaged copy until superseded by something else and then transfer to Archives for permanent preservation.</p> <p>Retain hard copy until scanned and image verified then transfer hard copy to archives annually. Retain imaged copy until the project is completed and then transfer to Archives for permanent preservation.</p>

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. C1115

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Agency

Cecil County Government

Division/Unit

Administration

**Item
No.**

Description

Retention

D. Correspondence

Screen annually; destroy material having no further fiscal, legal, or operational value. Retain hard copy until scanned and image verified then transfer hard copy to archives annually. Transfer annually to Archives for permanent preservation.

E. Landfill Waiver Requests

Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years after all audit requirements are fulfilled, then destroy

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page <u>1</u> of <u>10</u>	
1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Administrator's Office		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Commissioner's Meeting Minutes MP3 Files				5 EARLIEST YEAR/LATEST YEAR <u>2009</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered Audio File			7 OUTPUT - Identify the use/s of information generated by system Audio File		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Audio recordings of Commissioner's Meetings					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION Permanent. Retain permanently and transfer to Archives for permanent preservation annually.					
13 TYPED OR PRINTED NAME OF PREPARER Scott Mesneak		14 TELEPHONE NUMBER 410-996-5205		15 DATE 9/10/2010	
16 TITLE OF PREPARER IT & Records Retention Director					
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page <u> 2 </u> of <u> 10 </u>	
1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Administration		3 UNIT	
DEFINITION – Record Series – A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Board of County Commissioners Minutes				5 EARLIEST YEAR/LATEST YEAR <u> 1930s </u> TO <u> 2010 </u>	
6 INPUT - Identify source of information to be entered Electronic Document			7 OUTPUT - Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Permanent record of meeting.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
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12 RECOMMENDED RETENTION Permanent. Retain permanently and transfer to Archives every five (5) years.					
13 TYPED OR PRINTED NAME OF PREPARER Scott Mesneak		14 TELEPHONE NUMBER 410-996-5205		15 DATE 9/10/2010	
16 TITLE OF PREPARER IT & Records Retention Director					
DGS 550-6					

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1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Administration		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Work session & Board Meeting Agendas and Minutes open & closed work session meetings & recordings				5 EARLIEST YEAR/LATEST YEAR <u>2003</u> TO <u>2009</u>	
6 INPUT - Identify source of information to be entered Paper			7 OUTPUT - Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. The record copy of the Board of County Commissioners Work Session Meeting minutes, and the Closed Session Meeting statement and minutes as documented and approved by the Board.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
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1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Administrator's Office		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Budget Amendments and Transfers				5 EARLIEST YEAR/LATEST YEAR <u>2000</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered Paper			7 OUTPUT - Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Authorization by the Board of County Commissioners to transfer/increase funds from a payroll capitol account to an approved budget.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
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12 RECOMMENDED RETENTION Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years and until all audit requirements are fulfilled, then destroy.					
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1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Administrator's Office		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Declaration of Official Intent to Reimburse				5 EARLIEST YEAR/LATEST YEAR <u>1990</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered Paper			7 OUTPUT - Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. To declare the intent to reimburse the county for front funding of projects pending bond authorization.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
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12 RECOMMENDED RETENTION Scan original and verify image. Retain hard and imaged copy for life of bond plus four (4) years after final maturity of the refunding issue. Then transfer annually to Archives for permanent preservation.					
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1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Administration		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Deeds and Lease Agreements				5 EARLIEST YEAR/LATEST YEAR <u>UNK</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered Paper			7 OUTPUT - Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Conveyance of property to County; Lease Agreement between the County and an individual or entity.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
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1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Administration		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Resolutions, Agreements, Ordinances				5 EARLIEST YEAR/LATEST YEAR <u>1990</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered Paper			7 OUTPUT - Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Enactment of resolutions, agreements and ordinances by the Board of County Commissioners.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
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1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Administrator's Office		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Special Projects				5 EARLIEST YEAR/LATEST YEAR <u>1950s</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered Paper			7 OUTPUT - Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Project files for various government related projects: many different subjects.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
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12 RECOMMENDED RETENTION Retain hard copy until scanned and image verified then transfer hard copy to archives annually. Retain imaged copy until the project is completed and then transfer to Archives for permanent preservation.					
13 TYPED OR PRINTED NAME OF PREPARER Scott Mesneak		14 TELEPHONE NUMBER 410-996-5205		15 DATE 9/10/2010	
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1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Administration		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Correspondence				5 EARLIEST YEAR/LATEST YEAR <u>2000</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered Paper			7 OUTPUT - Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Normal routine correspondence derived out of the normal day to day business operation.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
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12 RECOMMENDED RETENTION <small>Screen annually; destroy material having no further fiscal, legal, or operational value. Retain hard copy until scanned and image verified then transfer hard copy to archives annually. Transfer annually to Archives for permanent preservation.</small>					
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1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Administrator's Office		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Landfill Waiver Requests				5 EARLIEST YEAR/LATEST YEAR <u>2009</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered Paper			7 OUTPUT - Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. To review for approval/disapproval of Landfill Tipping Waiver Fees to Cecil County Residents in the event of a catastrophic event, i.e. fire, flood, etc, fees are also waived for environmental clean ups; humanitarian projects by bona fide nonprofit organizations and volunteer fire company demolitions and rehab purposes.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
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